



Amesbury

Amesbury Retirement System
City Hall, 62 Friend Street
Amesbury, MA 01913-2825

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Amesbury Retirement Board Job Vacancy Announcement

Job Title: Retirement Administrator

The Amesbury Retirement Board is seeking an experienced, well-qualified professional for the position of Administrator. The Administrator is responsible for the day-to-day management and efficient operation of the Amesbury Retirement System in compliance with M.G.L. Chapter 32 and PERAC regulations.

The Administrator is responsible for implementing and overseeing policies and procedures under the direction of the five-member Amesbury Retirement Board. The Administrator manages the daily operation of the Retirement System; is responsible for administration, operations, accounting, payroll, and record keeping. The Administrator is also responsible for the education and counseling of members of the system from initial entrance to retirement/separation of the member.

Desirable qualifications include a working knowledge of M.G.L. Chapter 32; experience in administration and finance; knowledge of fiscal, personnel and administrative management systems. Associates/Bachelor degree preferred.

Salary commensurate with experience.

Position is open until filled.

Submit a resume and cover letter to: cairak@amesburyma.gov or mail to:

Donna M. Cornoni, Chairman
Amesbury Retirement System
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